

**CONFIDENTIAL****COMPETITIVE PROMOTIONS**

UNIT	FE/SS/PERS		CMC	PROCEDURE
	C/PERS	CONTROL		
①				① A. PREPARE A DRAFT DATE OF GRADE LIST FOR ALL BRANCH PERSONNEL IN THE PROMOTION ZONE. ATTACH ANY CORRESPONDENCE IN SOFT FILE RECOMMENDING PROMOTION.  B. REVIEW WITH BR CHIEF AND RANK IN THE RECOMMENDED SELECTION SEQUENCE. NOTE REASON FOR NOT RANKING PERSONNEL NOT RECOMMENDED FOR PROMOTION.  C. PREPARE MEMO FOR CMC IN ORDER OF RANKING, FOLLOWED BY ALL OTHERS WITH REASONS FOR NOT RECOMMENDING.  D. WORK WITH BR CHIEF IN PREPARING AN INDIVIDUAL MEMO OF RECOMMENDATION FOR EACH INDIVIDUAL RANKED.  E. OBTAIN THE OFFICIAL PERS FOLDER (INCLUDE BIO PROFILE) ON THOSE RECOMMENDED AND FORWARD TO C/PERS BRANCH.
	②			② A. PREPARE A DIVISION DATE OF GRADE LIST (OR OBTAIN FROM OP)  B. HOLD UNTIL SUBMITTALS OF ALL BRANCHES AND STAFFS ARE REC'D AND SCHEDULED REVIEW BY CMC.
			③	③ A. RANK ALL DIV PERS AND INDICATE RECOMMENDATION.  B. RETURN FOLDERS TO UNITS FOR ALL "NOT-RECOMMENDED".  C. FORWARD TO PANEL WITH A DIV MEMO OF RECOMMENDATION.
	④			④ A. REVIEW MEMO FROM PANEL ADVISING OF APPROVALS AND DISAPPROVALS. INFORM UNITS.
			⑤	⑤ A. HOLD LIST FOR CONTROL ON 1152'S.
⑥				⑥ A. TYPE 1152 AND SIGN AS REQUESTING OFFICER. SEND DISPATCH TO FIELD RE APPROVALS AND DISAPPROVALS.
	⑦			⑦ A. SIGN AS DIV APPROVING OFFICER.
			⑧	⑧ A. PULL COPY OF 1152 FOR DIV PENDING FILE AND CHECK OFF ON THE PANEL MEMO OF APPROVALS.  B. FORWARD TO OP VIA THE PANEL.
			⑨	⑨ A. WHEN 1150 IS RECEIVED FROM OP; (A) CORRECT STATUS AND T/D CARDS AND (B) SEND 1152 FROM PENDING FILE TO BAF.
⑩				⑩ A. FILE ONE COPY OF 1150 IN SOFT FILE.  B. GIVE THE OTHER COPY OF THE 1150 TO THE HQ EMPLOYEE AND DESTROY THE EXTRA COPY FOR FIELD EMPLOYEE.

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